



ROBERT M. DAY, Ph.D,  
Executive Director

**K A N S A S**

KATHLEEN SEBELIUS, GOVERNOR

## KANSAS HEALTH POLICY AUTHORITY

KHPA Search Subcommittee Meeting

May 8, 2006

110<sup>th</sup> and Nall, Embarq Headquarters, Overland Park, KS

### MINUTES

#### **Subcommittee Members Present**

Ned Holland  
Connie Hubbell  
Dr. Robert Day  
Joe Tilghman

#### **Subcommittee Members Absent**

Secretary Duane Goossen

#### **Call to Order**

This subcommittee was established at the April 18, 2006, meeting of the full KHPA Board to explore the next steps in hiring a permanent Executive Director of the Kansas Health Policy Authority (KHPA) and to report back to the full Board at the May 16, 2006, meeting with recommendations as to how to proceed.

As chair of the subcommittee, Ned Holland called the meeting to order and laid out the meeting agenda: 1) To discuss the description of duties for this position that was drafted by Dr. Day based on his experience to date; 2) To review the two "headhunter" proposals obtained by Mr. Holland from two local consulting firms specializing in executive searches; and 3) To discuss in executive session possible candidates for this position. Dr. Day explained that he might have to leave early due to a meeting with Governor Sebelius later in the afternoon.

#### **Description of Duties**

Dr. Day provided a one page summary outlining the key Duties and Knowledge and Experience he believes apply to this position. This is attached. The draft was accepted by the subcommittee with the following changes:

The third bullet under "Duties" will be changed to read as follows:

- **"Oversee the management of the operations of a \$1.6 billion agency.** The director must provide support and guidance to the deputy director in the overall management of the program, including personnel and financial management."

The fifth bullet under "Duties" will be changed to read as follows:

- **"Work collaboratively with the Governor, the Legislative Oversight Committee, and cabinet level secretaries.** Successful management of health policy will require the director to work in an open and collaborative manner with agencies which oversee both health expenditures as well as Medicaid expenditures in programs delegated to other agencies."

The subcommittee affirmed that no position description is needed for the position and that this is in accord with other executive level positions in the state. There was a discussion as to the desired residence of the Director and it was concluded that the Director should be a resident of Kansas, but there is no need to specify location beyond this requirement. There was also discussion as to whether the Director should be required to commit to the job for a minimum term such as two years. It was decided that this would not be necessary; however, it should be made clear that to the selectee that the Board would like a “moral commitment” of at least two years to the position.

Mr. Holland indicated that, based on a recent discussion he had with Secretary Goossen, the Board has great latitude in the process for filling this position and in setting the compensation level. The subcommittee will rely on Secretary Goossen to provide guidance on areas such as annual leave, sick leave, health insurance, etc. that is consistent with state practices for executive level positions.

Two questions arose which Mr. Holland agreed to pursue prior to meeting with the full Board on this subject. First, there is a question as to whether the Director will be subject to Senate confirmation. Second, there is a question of courtesy meetings with key officials (the Governor, the President of the Senate, the Speaker of the House, and the chair of the Legislative Oversight Committee) to apprise them of the Board’s selection for the Executive Director position.

### **Executive Session**

At 3:05 pm Ms. Hubbell moved that the subcommittee move into executive session for ten minutes to discuss possible candidates for the position. Mr. Tilghman seconded the motion, the chair called for a vote and the motion carried. The public meeting reconvened at 3:15 pm.

Dr. Day had to leave the meeting following the executive session, due to another commitment in Topeka.

### **Executive Search Proposals**

Mr. Holland had received two proposals from local consultants for conducting an executive search for the Executive Director. These are attached. Both proposals were reviewed and it is the recommendation of the subcommittee that the proposal submitted by EFL Associates be recommended to the full Board if the Board decides to proceed with an executive search. Key factors related to this recommendation include their willingness to conduct the search within the budget limits previously set by the Board, their location in Kansas, and Mr. Holland’s familiarity with the quality of their work.

As an alternative to conducting a national search using outside consultants, it was decided to recommend to the Board that consideration be given to asking Secretary Goossen to post the position quickly to see what candidates apply. The advantage of this approach is that it not only saves the cost of hiring consultants to do the job search, but it also allows the Board to move much faster in filling the position. If no qualified candidates respond, we could still proceed with a national search.

### **Public Comments/Adjournment**

There were no public representatives present.  
Meeting was adjourned.

### **Attachments**

Draft of Director’s Duties, Knowledge and Experience  
Proposal from EFL Associates  
Proposal from Tryon & Heideman